



FLORIDA A&M UNIVERSITY POLICIES AND PROCEDURES

<i>President</i> Signature	<i>Effective Date:</i> 05/22/2003	<i>Board Approval Date:</i> 05/22/2003.	<i>Section:</i> FAMU – 18B.000 <i>Replaces:</i>
Subject ENDOWED EMINENT SCHOLAR CHAIRS			
<i>Authority</i> Sections 1001.74(19), 1001.75(3) and 1011.94, Florida Statutes		<i>No. of Attachments</i> None	
RELATED REFERENCES	Rule 6C-9.019, Florida Administrative Code		
POLICY STATEMENT	The following policy and procedures will be used in the establishment of endowed eminent scholar chairs and the selection of endowed eminent scholar Chairholders.		

18B.100 POLICY AND PROCEDURES

18B.101 The Gift

A donation of at least \$600,000 and associated state matching funds, which together total at least \$1,020,000, may be used to designate an Eminent Scholar Endowed Chair pursuant to Section 1011.94(5)(c), Florida Statutes.

The gift must be documented by a copy of the check and a letter of agreement indicating the intent of the donor.

The gift will be matched with state matching funds from the Trust Fund for University Major Gifts, if all matching requirements have been met.

If the donation exceeds the minimum necessary for the specific level of state match requested by the donor and University, the excess funds, if consistent with the intent of the donor may be used for costs associated with the acquisition and liquidation of the gift.

Gifts of at least \$600,000 or more must be comprised of an initial payment of the greater of \$100,000 or one-sixth of the total gift, accompanied by a written pledge to donate the balance within five years in annual payments of at least 20 percent of the total gift less the first payment.

The corpus and state matching will comprise the endowment.

18B.102 Purpose and Use of Gift

The gift may only be used to support libraries and instruction and research programs, including scholarships and fellowships within the University's mission.

Proceeds from endowments shall not be expended for the construction, renovation or maintenance of facilities or for support of intercollegiate athletics.

The corpus and associated state match may not be spent.

18B.103 Matching

The donor must sign a document, which delineates the purpose of the gift, the intent to solicit state matching, the amount of the initial donation and the schedule of payments for the completion of the gift.

The Foundation will maintain records of donors and monitor compliance with the payment schedule.

State matching will be requested in accordance with scheduled rates as set forth in Section 1011.94(3)(b), Florida Statutes.

If the gift comes from real property or fixed assets, it must be converted to cash.

Pledged contributions shall not be eligible for matching prior to the actual collection of the total funds.

18B.104 The Chair

The Chair, which is the property of the University, may be named in the honor of a donor, benefactor, or honoree either living or deceased, at the option of the FAMU Foundation.

The request for establishing a Chair must serve a University purpose and must be made within an existing program at the University.

18B.105 Selection of Chairholder

The President or President's designee shall be responsible for the final approval of criteria to be used in the selection process.

The President or President's designee shall establish a Selection Committee to process each application or nomination.

Candidates for the Chair may or may not be currently employed as faculty members of the granting institution; however, a candidate not so employed, must become employed as a faculty member by the granting institution upon acceptance of the Chair.

The Selection Committee shall recommend to the President or President's designee for approval, one or more eligible candidates.

The Selection Committee shall announce the position in accordance with University Search and Screening Procedures.

The Selection Committee shall consist of at least the following:

- One student representative from the academic unit
- One student representative as chosen by the President of the Student Government Association
- One Faculty Senator as chosen by the Faculty Senate
- One representative from the University Foundation
- Three faculty members from the academic unit appointed by the Dean, one of which must be a senior faculty member and will chair the Selection Committee
- The Provost
- The Dean of the academic unit from which the Chair is established

The maximum number of representatives on the Selection Committee shall not exceed eleven (11).

The President or President's designee can waive or change any or all requirements.

18B.106 Nature of Search

Specific criteria will be suggested to the Selection Committee from the school or college from which the Chair is established.

The position advertisement will seek senior faculty with the following minimal qualifications:

- May hold a doctoral degree in the appropriate discipline.
- Must be eligible for a tenure appointment in the appropriate discipline.
- Must have scholarly publications in the appropriate discipline
- Must be an effective teacher as measured by student and supervisory evaluations as appropriate.
- Must be a leader in their discipline as defined by service to professional associations appropriate to the discipline.

18B.107 Terms

The terms and conditions for accepting the position may be negotiated with the Dean and the Provost prior to filling the position.

The terms and conditions must be clearly stated and in writing. Copies shall be distributed to the Provost, the Dean, the Foundation, the Candidate and others as appropriate.

The terms and conditions shall include base salary and salary supplement, term to be served, clerical/student/research support, evaluation criteria and other conditions that are applicable.

18B.200 RESPONSIBILITIES AND DUTIES

18B.201 Evaluation, Reporting and Renewal of Appointments

Each year, as part of the evaluation process, the appointee will submit a narrative report describing the accomplishments of the past year.

The narrative will be reviewed by the Department Chair/Division Director and the Dean and may be shared with the endowment donor.

At the end of the third year, an evaluation of accomplishments will be conducted by the Department Chair/Division Director and Dean to determine if the appointee is meeting the goals and conditions as set forth by the agreement.

During the fourth year of the appointment, as part of the renewal process, a comprehensive evaluation will be conducted according to the following procedure. No later than the last day of the end of spring semester of the fourth year, the Chairholder will submit a renewal portfolio to the Dean. Failure to submit a portfolio will constitute relinquishment of the appointment. The portfolio will include:

- Copies of all publications and grant proposals and any additional measures of research productivity during the previous four years.
- Syllabi, web sites, overhead slides, presentation software, and other classroom materials as selected by the Chairholder.
- Evidence of service to the University, the community, the discipline, or other public service the Chairholder wishes to consider.
- Additional relevant materials at the discretion of the Chair Holder, including a cover letter summarizing the reasons why the Chair Holder should be re-appointed for an additional five years.

By August 15th of the 5th year, a Review Committee consisting of the Department Chair/Division Director, Dean, and an outside Department Chair (selected by the Provost) will evaluate the Chairholder's portfolio to determine whether the appointment should be renewed for an additional five years.

- The Review Committee will consider whether the Chairholder's general productivity has continued at previous levels; whether the Chairholder has continued to receive the same high level of professional recognition that led to the appointment; and whether the Chairholder would reasonably be selected if a new search were held at the time of evaluation. Based on the Chairholder's assignment, it may be appropriate to give greater weight to one element of the portfolio (research, teaching, or service) than to others. The Review Committee must state its evaluation in writing and submit them as a part of the report.
- The Review Committee will complete its evaluation no later than September 15th of the 5th year, so that a search for a replacement can begin promptly if needed.
- In the event of a recommendation for reappointment, the Review Committee will forward its report and recommendation to the Provost and President. If the Provost and President concur, the Chairholder will be notified promptly of reappointment for a new term of five years.

- In the event of a recommendation for non-reappointment, the Review Committee will forward its recommendation to the Provost and President who will have until October 15th of the 5th year to decide whether to concur. If the Provost and President concur, the Chairholder will be notified promptly of non-reappointment. A non-reappointed Chairholder will be assigned to duties for the following academic year within the department on the same basis as any other department member. The Chairholder's salary will be returned to the base salary independent of any salary supplement associated with the endowment.

18B.202 THE FOUNDATION

The FAMU Foundation is responsible for the following:

- Soliciting and receiving gifts from private sources to provide for state matching funds from the Trust Fund for University Major Gifts to establish endowed eminent scholar chairs.
- Notifying the Chancellor upon receipt of a donor's commitment to contribute to Florida A&M University dollars, which may be earmarked for the Eminent Scholars Challenge Grant Program.
- Certifying that the matching requirements have been met, forwarding all appropriate documentation to support the match to the Office of the Chancellor, Division of Colleges.
- Providing oversight for the maintenance of records related to gifts to the University from private sources for support of Chairs.
- Establishing a challenge grant account for each challenge grant as a depository for private contributions and state matching funds to be administered according to Section 1011.94(5)(a), Florida Statutes.
- Maintaining and investing its challenge grant account and administering the program at the University as provided in Section 1011.94(5)(b), Florida Statutes.
- Including in its annual report information concerning collection and investment of matching gifts and donations and investment of the challenge grant account pursuant to Section 1011.94(5)(b), Florida Statutes.